

YOUTH SERVICES POLICY

Title: Monitoring of SmartZone System (700 MHz Radios) Next Annual Review Date: 01/23/2010	Type: C. Field Operations Sub Type: 1. General Number: C.1.17
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References: ACA Standards 2-CO-3B-01 (Administration of Correctional Agencies), and JTS-3B-07 (Juvenile Training Schools)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/23/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

II. PURPOSE:

To establish a uniform policy concerning statewide monitoring of the SmartZone System (700 MHz radios) at Central Office and all secure care facilities.

III. APPLICABILITY:

Deputy Secretary, Undersecretary or designee, Assistant Secretary, Chief of Staff, Deputy Assistant Secretaries, Central Office Emergency Operations Manager, and all Facility Directors. The Central Office Emergency Operations Manager and each Facility Director shall ensure that written procedures are in place to comply with the provisions of this policy.

IV. POLICY:

It is the Deputy Secretary's policy that Central Office and all secure care facilities maintain the ability to be in constant communication via the SmartZone System (700 MHz radios). Each facility's control center shall have access to a 700 MHz radio and shall monitor 24 hours per day/seven days per week the appropriate sub-frequency indicated below:

Bridge City Center for Youth – DOC-B/Juvenile
 Swanson Center for Youth – DOC-F/Juvenile
 Jetson Center for Youth – DOC-A/Juvenile

V. PROCEDURES:

- A. Each facility control center shall conduct radio testing on a weekly basis. Each control center shall contact the other facility's control centers randomly utilizing the 700 MHz radio.
- B. Radio testing shall be documented by control center staff in the unit log book indicating the date and time 700 MHz radio test occurred.
- C. Each facility's Safety Officer shall maintain a log indicating the date, time, name of facility, and whether or not contact was achieved. In the event radio contact is not achieved after three unsuccessful attempts the facility's Safety Officer shall call the control center and document his findings and/or reason for radio malfunction. His findings shall be sent to the Facility Director and the Emergency Operations Manager.

Previous Regulation/Policy Number: C.1.17

Previous Effective Date: 07/15/2005

Attachments/References: